



DEPARTMENT OF NAVY

Naval Intelligence Vacancy Announcement

Intelligence Specialist
Open Period: 5/12/2022 – 5/14/2022

KEY POSITION DETAILS

Salary Range: \$61,947-80,532
Series & Grade: GG-0132-9
Announcement #: OIC-2022-009
Org Code/Org Title: OIC-330, PACOM Strategy & Ops
Position Information: Permanent/Full Time
Duty Location: Suitland, MD
Relocation Expenses Reimbursed: Not Authorized
PCS Expense Authorized: Not Authorized

Travel Required: Occasional, May be Required
Who May Apply: Federal Employees
Security Clearance: Top Secret/SCI
Supervisory/Non-Supervisory: Non-Supervisory
Drug Testing: Yes
Obtain/Maintain Certifications: Choose an item.

JOB SUMMARY

Serves as an entry/developmental intelligence specialist at the GG-09/Band 2 level and performs basic tasks regarding the analysis, evaluation, collection, interpretation, or dissemination of information and/or products relative to an assigned area(s) on political, economic, social, cultural, physical, geographic, technical or military conditions for one or more foreign countries. The incumbent receives formal and on-the-job training. Participates with higher grade analysts in researching for specific intelligence information in preparation of routine studies or portions of complex studies for various types of customers. Selects relevant data from classified and unclassified library sources, foreign equipment, documents, photography, raw data (both digital and analog), and automated and manual data bases. Analyzes and evaluates information thus obtained on the basis of reliability and credibility of source, agreement of source with other sources, and significance of the information. Prepares portions of or complete intelligence analyses or assessments in his/her assigned area(s) of responsibility. Selects and presents a clear, congruous synthesis, following in most cases a prescribed format. Participates in the maintenance of a data base(s) for the assigned function. Evaluates relevant material as to its importance, and extracts all significant data pertaining to the assigned subject matter and geographic area. Identifies intelligence gaps, recommends specific collection requirements to fill gaps, and evaluates the intelligence collected in response to those requirements. Draws specific conclusions from his/her analyses.

Specific Duties

- Demonstrates effective written and oral communications skills. Performs routine tasks associated with intelligence production or collection, including basic research, filing, data base maintenance, drafting of standardized basic reports and studies, and presenting in-house briefings.
- Utilizes information obtained through research to develop or contribute to projections and estimates of future situations. Conducts liaison and coordination with counterparts in the intelligence community and among OPNAV staff elements.
- Assists in the preparation of standardized reports, studies, and briefs for select audiences that demonstrate basic analytical/substantive knowledge and growing expertise. Prepares collection



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requirements, evaluates reporting from collectors in response to requirements, and provides guidance/feedback to field elements that support analytical efforts.

- Demonstrates willingness to learn and to improve basic research and/or analytical skills including familiarization with assigned region, country, or discipline.
- Has basic knowledge of the Intelligence Community and the role of Naval Intelligence. Has basic knowledge of the intelligence production and/or collection management processes. Has basic security knowledge related to working in a SCIF environment.

Specialized Experience & Minimum Qualifications

Applicants must have directly applicable experience that demonstrates the possession of the knowledge, skills, abilities and competencies necessary for immediate success in the position.

Qualifying experience may have been acquired in any public or private sector job, but will clearly demonstrate past experience in the application of the particular competencies/knowledge, skills, and abilities necessary to successfully perform the duties of the position. Such experience is typically in or directly related to the work of the position to be filled. Qualifying experience is demonstrated through the following competencies:

- | | |
|-------------------------|---------------------------|
| ○ Oral Communication | ○ Planning and Evaluating |
| ○ Written Communication | ○ Problem Solving |
| ○ Researching | ○ Strategic Thinking |



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In addition, individuals must meet the Office of Personnel Management (OPM) qualification standards of 1 year of specialized experience equivalent to the next lower grade level to the position filled and any Individual Occupational Requirements (IOR) for the series/grade selected as identified within the standard. For further details on the specific occupational series requirements, please go the following link: <https://www.opm.gov/policy-data-oversight/classification-qualifications/general-schedule-qualification-standards/#url=List-by-Occupational-Series>

Conditions of Employment

- You must be a US Citizen
- New employees to the Department of the Navy will be required to successfully pass the E-Verify employment verification check. To learn more about E-Verify, including your rights and responsibilities, visit www.dhs.gov/E-Verify/.
- Selectee must be determined suitable for federal employment
- Selectee may be required to successfully complete a 2-year trial period
- Selectee is required to participate in the direct deposit pay program
- Selectee may be required to successfully complete a polygraph examination
- Selectee must complete a Special Background investigation and receive a favorable adjudication by a determining authority. You must obtain and maintain a Top Secret security clearance and access to Sensitive Compartmented Information (SCI). Failure to do so may result in the withdrawal of an offer or removal. Indicate the level and date of your clearance in your resume.
- Successful completion of a pre-employment drug test (including marijuana) is required. A tentative offer of employment will be rescinded if you fail to report to the drug test appointment or pass the test. You will be subject to random testing.
- You must acknowledge in writing that you are accepting an appointment in the DCIPS (excepted service) which does not confer competitive status, prior to appointment.
- Within the Department of Defense (DoD), the appointment of retired military members within 180 days immediately following retirement date to a civilian position is subject to the provisions of 5 United States Code 3326.
- Males born after 12-31-59 must be registered for Selective Service



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How to Apply

1. Click on: <https://navy.hirevue.com/signup/HudCy9CLPnP3MHjcf8KQv/>
2. Click Register. Sign-up by completing the registration form. Upload your resume and any supporting documents (e.g. college transcripts). Once the documents are visible on the sign in screen, select the “start” button to apply and complete the basic assessment.
3. Please do not upload documents that contain PII without redacting sensitive information. Do not upload any **classified** information with your application submission.
4. Complete applications to include a Resume and response to basic eligibility questions must be submitted by 11:59 pm Eastern Standard Time (EST) on the closing date of the announcement. Incomplete packages may be removed from consideration.
5. If you have any questions or concerns please contact Tamika Randall at Tamika.randall.civ@us.navy.mil

Requested Documents: **A COMPLETE RESUME IS REQUIRED.** Your resume must show relevant experience (cover letter optional) where you worked, job title, duties and accomplishments, employer's name and address, supervisor's name and phone number, starting and end dates (Mo/Yr), hours per week & salary. **If you are a current Federal employee or previous Federal employee, provide your pay plan, series and grade level i.e. GS-0201-013 on your resume for each Federal position.**

This position is a Defense Civilian Intelligence Personnel System (DCIPS) position in the Excepted Service under 10 U.S.C. 1601. DoD Components with DCIPS positions apply Veterans' Preference to preference eligible candidates as defined by Section 2108 of Title 5 U.S.C., in accordance with the procedures in DoD Instruction 1400.25, Volume 2005, DCIPS Employment and Placement.

The United States Government does not discriminate in employment based on race, color, religion, sex, national origin, political affiliation, sexual orientation, marital status, status as a parent, genetic information, disability, age, membership or non-membership in an employee organization, or on the basis of personal favoritism.